

Daily Vehicle Utilization Report

U.S. Department of Housing and Urban Development
Office of the Chief Human Capital Officer

1. Organization / Office / Field Office			2. Authorizing Official (signature, title, & date) X						3. Tag Number		
4. Date of Departure Return	5. Name of Driver	6. Time of Departure Return	7. Destination	8. Vehicle used between residence & place of employment?	8a. If "Yes", justify	9. Odometer Reading Beginning Ending	10. Total Miiles	11. Purchase of Fuel			12. Names & Number of Passengers
								No. of Gallons Cost	Gas Co's. Name	Odometer Reading	
				<input type="checkbox"/> Yes							
				<input type="checkbox"/> No							
				<input type="checkbox"/> Yes							
				<input type="checkbox"/> No							
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				<input type="checkbox"/> Yes							
				<input type="checkbox"/> No							
				<input type="checkbox"/> Yes							
				<input type="checkbox"/> No							

13. Describe any Vehicle Repairs
☐ Needed ☐ Made